

Constitution

EAST LANSING PUBLIC LIBRARY

ARTICLE I--NAME

The Name of the Association shall be the Bailey Community Association.

ARTICLE II--PURPOSES

The purpose of this Association shall be to protect and promote the best interests of the residents of the area hereinafter set forth; to preserve the residential character of the area; to promote and encourage a better community and civic spirit and to foster good will and friendship among all the residents of said area; to cooperate with state, county, and city officials and with other civic and public organizations for the general welfare of the entire community of East Lansing. All this shall be without pecuniary profit to any officer or member.

ARTICLE III--MEMBERSHIP

Section 1) Membership in this Association shall be limited to persons residing within the following area: the area bounded on the north by Saginaw, on the east by Hagadorn Road, on the south by Grand River Ave., and on the west by Abbott Rd.

Every adult resident of the above described area is eligible for membership in the Association. Application for membership may be made by filling out an application.

Membership will be made effective by the payment of dues as provided by the Constitution and By-Laws.

Section 2) Membership in the Association may be terminated by (a) request of the member; (b) arrears in dues more than six months; or (3) changing residency from above area.

Section 3) All members of this Association are entitled to receive notice of all meetings of the membership, and to participate in all such meetings of the Association.

ARTICLE IV--EXECUTIVE BOARD

Section 1) The governing body of this Association shall be its Executive Board. The Executive Board shall be responsible for (a) the Association carrying out the purposes and objectives of the Association; (b) the establishment of such policies and procedures as shall be required to effectuate such purposes and objectives; and (c) the management of the affairs of the Association.

Section 2) The Executive Board shall consist of fifteen (15) members, who shall be the five officers of the Association, the immediate past chairman if he is willing to serve, and the remaining members elected from the Association.

Section 3) The five officer-board members shall serve for a term of one year, and continue until their successors are duly elected and qualified. Other board members will serve for two years on a staggered basis.

Section 4) (a) The Executive Board shall meet no less than once each calendar quarter; quarterly meetings of the Executive Board shall be held upon written notice to the members by the Secretary at least seven (7) days prior to the date of the

ting and notice of said meetings shall be given to the general membership through Association Newsletter; (b) The Executive Board shall meet on the call of the Chairperson and at such times and such places as the Executive Board shall determine; Special meetings of the Executive Board shall be held when requested in writing by three (3) members of the Board at least three (3) days prior to the date of any official meeting, which notice shall set forth the purpose of such meeting. Action shall not be taken on matters not noticed in the call of the meeting; (d) In an emergency, a meeting may be called by three (3) members; if seven (7) Board members determine that an emergency exists, then the meeting shall be an official meeting of the Executive Board, to deal specifically and only with that emergency; (e) All meetings of the Executive Board shall be open to the public.

Section 5) Seven members of the Executive Board present shall constitute a quorum to conduct business. The vote of a majority of those attending a meeting shall govern any matters voted upon, provided a quorum is present.

Section 6) The Executive Board may place before the membership any issues which it deems require the consideration and vote of the membership. Due notice must be given; otherwise the vote is advisory.

Section 7) At the annual meeting of the Association, the Executive Board shall make a report and render a statement and account outlining the affairs and condition of the Association.

Section 8) Any officer or board member who misses three SUCCESSIVE scheduled meetings (called by sections IV, 4, a, or IV, 4, b) may be removed by concurrence of ten (10) members of the Executive Board at an official meeting.

Section 9) Any vacancy in the Executive Board shall be filled by appointment of the Board, said appointee to serve until the next annual meeting.

Section 10) Only the Executive Board shall authorize statements on behalf of the Association to the public and press, and only the Executive Board shall send official delegates and representatives of the BCA to other organizations. *delete*

TITLE V--OFFICERS

Section 1) The officers of this Association shall be a Chairperson, a Vice-Chairperson, a Secretary, a Membership Secretary, and a Treasurer, and no officer shall be eligible to serve in the same office more than two one-year terms in succession.

Section 2) The officers shall be elected each year at the annual meeting and shall assume their duties at the conclusion of the annual meeting.

Section 3) Whenever for any reason a vacancy shall occur in the office of Chairperson, the Vice-Chairperson shall automatically succeed to the office of Chairperson. Any vacancy in the office of Vice-Chairperson, Secretary, Membership Secretary, or Treasurer shall be filled by appointment by the Executive Board.

Section 4) The duties, functions, and responsibilities of the officers of this Association shall be set forth in the By-Laws.

ARTICLE VI--ANNUAL MEETING, MEETINGS, AND ORDER OF BUSINESS

Section 1) The Association shall hold an annual meeting on the fourth Thursday in April, or such date as is selected by the Executive Board no later than February 1.

Section 2) Meetings shall be held at such place and at such times as shall be determined from time to time by the Executive Board.

Section 3) Notice of the meetings shall be distributed by the Secretary to all members and shall be sent reasonably in advance of such meeting so as to give timely notice thereof and shall contain notice of any matters to be voted upon, and if the notice is for the Annual Meeting, it shall include a list of those persons nominated by the nominating committee.

Section 4) Twenty-five (25) voting members of the Association shall constitute a quorum for the transaction of business.

Section 5) No member shall be entitled to vote at any Annual Association meeting unless he shall have been a registered member for at least thirty (30) days prior to the meeting and his current dues are paid. At other Association meetings, any member may vote.

Section 6) The order of business at the annual meeting shall be as follows unless otherwise waived: (a) proof of due notice of meeting; (b) minutes of preceeding annual meeting; (c) Membership Secretary report; (d) Treasurer's report; (e) Executive Board's statement of affairs and proposed program; (f) election of officers and board; (g) new business; (h) adoption of proposed program.

Section 7) A special meeting shall be held when at least 20 voting members so request in writing to the Association Secretary. Such meeting shall be held within two weeks (14 days) of receipt of the petition. A notice shall be sent in accordance with Section 3 above. Only items listed on the agenda and meeting call may be voted upon at the special meeting.

ARTICLE VII--ELECTIONS AND NOMINATING COMMITTEE

Section 1) The members of the Association present and eligible to vote at its annual meeting shall elect five officers consisting of a Chairperson, Vice-Chairperson, Secretary, Membership Secretary, and Treasurer, and shall elect in addition members to vacancies on the Board. Elected officers shall serve for a term of one (1) year or until their successor is elected. Board Members shall be elected to a two-year term unless they are elected to fill an unexpired term. If there is no past Chairperson to serve on the Executive Board, a member shall be elected by the membership to fill a one-year term on the Executive Board.

Section 2) At its first Annual Meeting, the Association shall elect five members to one-year terms and four members to two-year terms on the Executive Board.

Section 3) In order to assure that a sufficient number of candidates is placed before the annual meeting, a nominating committee shall be created.

(a) The nominating committee shall consist of five (5) members of the Bailey Community Association. The Executive Board shall appoint two members; at the annual meeting the membership shall elect three (3) members, one of whom shall be Nominating Committee Chairperson. The nominating committee shall nominate 3 persons to be presented for election as their successors at the annual meeting. Any vacancy on the Nominating Committee shall be filled by the Executive Board. Nominations for

officers and board members may be presented to the Nominating Committee or the Executive Board by any voting members.

(b) The Nominating Committee shall meet with the Council of BCA area leaders to receive recommendations of members to be considered for vacancies within the officer and Executive Board positions. Thereafter the Committee shall propose at least one (1) nominee for each vacancy to be voted upon by the membership.

(c) The Nominating Committee shall circulate the names of nominees and a brief paragraph description of each nominee to the membership along with the notice of the Annual Meeting.

(d) The Nominating Committee shall elect a Chairperson who shall present names of nominees of officers and directors at the Annual Meeting to the membership and who shall preside and conduct the election.

Section 4) Any member may place in nomination from the floor the name of another member for an elective officer or to serve on the Executive Board.

ARTICLE VIII--DUES AND FISCAL YEAR

Section 1) The dues of members shall be in accordance with the schedule of dues set forth in the By-Laws.

Section 2) Dues are payable upon application for membership and for each fiscal year of the Association.

Section 3) The fiscal year of the Association shall be from January 1 of each year to December 31.

Section 4) Dues not paid on or before *annual meeting* ~~July 1~~ of the fiscal year shall automatically terminate membership in the Association.

ARTICLE IX--COMMITTEES

Section 1) The Chairperson shall appoint such committees as he shall determine are necessary to assist the officers and Executive Board in carrying out their responsibilities to the Association and the Chairperson shall be an ex-officio member of all committees.

Section 2) The establishment of committees and the appointment of committee chairperson shall be in accordance with the By-Laws of this Association.

Section 3) Each committee shall appoint a secretary who will take minutes of all meetings and provide copies to the Association Secretary.

Section 4) The Association shall establish a standing council of area leaders which shall be made up of members who reside in , serve, and represent designated geographic areas within the Association's boundaries. The selection of area leaders, the duties of the council, and area boundaries shall be as set forth in the By-Laws.

ARTICLE X--RULES OF ORDER

Section 1) All meetings of the Association and of the Executive Board shall be conducted in accordance with Roberts Rules of Order for Deliberative Assemblies, when requested by any member.

ARTICLE XI--AMENDMENTS

Section 1) Amendments to this Constitution may be proposed by any member entitled to vote and shall be in writing, filed with the Secretary at least thirty (30) days prior to the membership meeting at which the amendment will be considered. Prior to said meeting the Secretary shall advise the members of the pendency of a proposed amendment to be considered at the meeting designated. To be effective, any amendment shall be adopted by two-thirds majority of the members present.

ARTICLE XIII--EFFECTIVE DATE

Section 1) This Constitution shall become affective on _____.

Adopted this _____ day of _____, 1974.

Chairperson

Secretary